

**2019 Annual Engineering Student Design Conference**  
**Instruction to Moderators**

- 1) Students will begin loading their presentations on the instructor computers at **8:30 am**. Eric will have the computers logged on so students should have access to the computers in the room. Please check in with your room before 9:00 am to make sure all presentations are pre-loaded on the computer.
- 2) Please make sure each session starts on time! Students will be given 20 minutes for their presentation and 8 minutes for questions. Judges will be given 2 minutes to complete the two Assessment forms (in yellow and blue).
- 3) Please stick to the schedule. Students swapping presentation times have caused confusion with awards.
- 4) Please use the enclosed time cards in the packet you receive to notify presenters when they have only 5 minutes, and then 2 minutes, remaining in their presentation.
- 5) This packet contains 50 copies of rubrics for the judges, entitled “Oral Presentations.” Please collect the rubrics from the judges and return them to Mr. McCoy. *These are on yellow paper.*
- 6) This packet also contains 50 copies of an ABET assessment questionnaire, entitled “Evaluation of Student Design Presentations.” The questionnaire may be completed by judges and other observers (preferably **not** students). Please return the assessment questionnaires to Mr. McCoy. *These are on blue paper.*
- 7) Each room should have a staff member or Ph.D. student who has volunteered to assist as needed. Austin McCoy will remain in the EC lobby (at the registration table) throughout the event. Should you need additional forms, etc., please send your volunteer assistant to Mr. McCoy.
- 8) Lunch break will be from 12:00 pm to 1:00 pm. Lunch will be served on the third floor of the ENGC for judges. Please direct our judges upstairs. Lunch will be sandwiches and finger foods from Cherry Tree.

*Thank you!*